

**SUPPLY, PROCESSING, AND DISTRIBUTION
ADVISORY GROUP (SPDAG)
MINUTES
February 9-12, 2004
Clearwater, Florida**

Attendance:

C. Roberson, ADAS Program Management and Operations (OA&MM)
R. McKenna, Director, Materiel Management (OA&MM)
B. Osburn, VACO Group Director
B. Aldeman, Chair and VISN 23S
J. Lord, Co-Chair and VISN 8
R. Breton, VISN 1
L. Steeb, VISN 2
D. Estok, VISN 3
L. Brown, VISN 4
T. Braithwaite, VISN 5
L. Poindexter, VISN 6
P. Harold, VISN 7
T. Johnson, VISN 9
A. Talbert, VISN 11
K. Williams, VISN 15
P. Dries, VISN 18
D. Sowers, VISN 19 (Alternate)
J. Beamen, VISN 20

Excused:

M. Lyons, VISN 10
B. Tullberg, VISN 12
VISN 16, Vacant
VISN 17, Vacant
L. Price, VISN 21
D. Berthiaume, VISN 22
T. Bulduc, VISN 23N
L. Danko, Infection Control

I. Minutes:

The minutes from previous meetings, with the exception of New Orleans, are posted on the website. The San Francisco minutes were approved with minor corrections and will be posted on the web site.

II: Announcements and Roll Call:

- a. Larry Jackson, VISN 10, from Dayton, Ohio, will replace Mike Lyons of Cincinnati, Ohio.

- b. VISN 16 and VISN 17 remain vacant.
- c. The Group will attend the opening remarks from Mr. David Derr at the Materiel Management Seminar in Dallas, Texas, May 2004. They will not attend any other agenda meetings at the Conference unless the group feels that it would be beneficial.
- d. All changes related to SPD alignment and management need to be reported to the Automation Group.
- e. T. Stevian announced a name change to T. Braithwaite. The current minutes will reflect this change.

III: General Business:

- a. OA&MM Website: The Automation Group will ensure that posting of the minutes, Standard Operating Procedures (SOPs), and training guides to the SPDAG website has been completed and report the status at the next meeting.
- b. Business Reviews: Business Reviews are continuing at a slower pace. Business Reviews will be aligned under the 004 reorganization. The reviews will be more stringent and they will become audits instead of assist reviews. Mr. Osburn announced that there are two positions open in VACO in D.C. The positions will require extensive traveling.
- c. New Manger Training: The training is scheduled for March 4-5, 2004. The training is for service chiefs and product line managers who are responsible for SPD activities.
- d. SPD Managers' Training: The training is for new SPD managers with less then three years experience. It is scheduled in conjunction with the American Society for Healthcare Central Service Personnel (ASHCSP) Conference in Orlando, Florida, September 18-24, 2004.

The Training Group will check the agenda for the SPD Managers' Training. Suggestions for the training sessions agenda will be given consideration.

- e. SPD Conference Calls: Conference calls were not conducted in November or December 2003. There were 60 participants for the January 2004 conference call. Members should encourage VISN participation in the conference calls. The conference calls prove to be very informative and beneficial.
- f. Logistic Managers Symposium: The symposium is scheduled for March 16-19, 2004, in Los Angles, California. VACO will fund two people from each medical center to attend the symposium. The registration deadline is February 13, 2004.

- g. CoreFLS: Many unforeseen problems occurred in Bay Pines, Florida, as a result of CoreFLS being implemented. Secretary Principi recently visited the Bay Pines VAMC to address the problems encountered with the testing and live staging of CoreFLS at this station. CoreFLS requires that GIP must be up and running and the inventory must be correct. Additionally, autogenerating is mandated in CoreFLS. Ten percent of the inventory has to be spot-checked for accuracy, and conversion factors must be accurate. All inventories must be managed and the product must be verified. Individuals who are familiar with products are being sought to work on the National Item File (NIF) verification process, as the NIF and the vendor file must match.
- h. CAMEO: CAMEO is still unavailable. A program called KNOW NET is being reviewed and may be available for use in 45 days. If training is not available in 45 days, Cluster Training will resume.
- i. CBSPD National Board: Group members will be offered the management exam in the fall. Mr. Osburn will take the exam in April 2004 and provide feedback at the May meeting.
- j. GS-0622 Series: The new series for SPD Technicians will be a combination of the GS-2005, GS-2010, GS-0622, and GS-0649 series. The Automation Group will visit the Office of Personnel Management website and obtain the GS-0649 series requirements. Critical elements should include inventory management, aseptic technique, and clinical aspects. The new series would impact 2,600 employees.
- k. VHA Handbook 7176: The Group will recommend changes to the updated version of VHA Handbook 7176. Information concerning the 004 reorganization will be included in the revision as well as new equipment purchases requiring VACO approval. SPD certification will be mandatory after working two years within SPD.
- l. Training Guide/SOP: The material submitted for web page placement during the meeting in San Francisco has been placed on the web page. The Best Practices Group will review the handwashing SOP and the Occupational Safety and Health Administration (OSHA) and Federal Drug Administration (FDA) requirements will be added to the medical gases SOP.
- m. EtO/Skytron Sterilizers: Mr. Osburn will meet with the Environmental Protection Agency (EPA) in Chicago, Illinois, on February 18, 2004. The main topic will be the importance of maintaining EtO sterilizers. The EPA had proposed that all EtO sterilizers be removed. Supporting documentation will be presented in order to maintain the EtO sterilizers. The EPA will be able to support the EtO sterilizers with this documentation as well as documentation from 3M and Honeywell.

Skytron ozone sterilizers are being evaluated as a possible replacement for the EtO sterilizers. Testing and documentation have proven that these sterilizers cannot replace EtO. These sterilizers have limited use and are similar to the Sterrad. Comparison testing on Skytron versus EtO and Sterrad will be conducted soon.

- n. Prime Vendor: Prime Vendor is mandatory for use. The data must be accurate. The Group will evaluate supply used and dollars spent and the commitment will be 60 percent. The commitment will be met by placing fast moving items at the Prime Vendor.
- o. Training Manual: A contractor has updated the SPD Training Manual and the manual will be ready for use in 30 days. The Instructors' Guide will be a Power Point presentation. The Training Group will work on 20 questions for each chapter test. Test questions will prepare the individual for certification. The technicians preparing for certification by using the current manual will not be affected.
- p. Materiel Management Conference: Group members attended the CoreFLS Update and NIF sessions on Tuesday, February 10, 2004.

IV: Old Business:

a. Subgroup Reports:

1. Education and Training:

- Training guides submitted to VACO for Web placement include the following:
 - 1003 Environmental Controls
 - Introduction to Infection Control
 - Processing Patient Care Equipment
- Training guides sent to VACO for review include the following:
 - 1010 Regulatory and Recommending Agency
 - 1011 Team Building and Human Relations
 - 2001 Introduction to Decontamination
 - 6002 Safety and Risk Management (new)
- Work assignments completed include the following:
 - VA Handbook 7176 reviewed - revisions and suggestions were submitted to Mr. Osburn
 - SPD New Managers' Training agenda was submitted to Mr. Osburn
 - New Level 1 post-test questions and answers were submitted to Mr. Osburn
- Future Training projects include the following:
 - 3003 Decontamination Area Start-up
 - 4002 Sterilization Area Start-up
 - Group plans to complete additional training guides and EtO procedures

- Offer assistance and training guides related to CoreFLS
- All training guides need to be resent electronically on Tuesday, February 17, 2004. VA Handbook 7176 revision suggestions will be sent to the other Group members for input. Mr. Roberson requested the SPD New Managers' Training agenda be retitled and relabeled to read New Managers' and SPD Chiefs' Training. He also requested to add an agenda item of an SPDAG presentation. Mr. Roberson agreed with the Group's assessment that further inventory management training is needed and would be required by CoreFLS. It is difficult to identify who needs training within the medical center.

2. Best Practices:

- Best Practices reported that 53 SOPs are currently posted on the web. The 3 SOPs listed below still need posted:
 - 6013 CJD (REVISED)
 - 6014 Recall Procedures for Potentially Hazardous Products
 - Hand washing
- SOPs submitted for posting to the Web Page include the following:
 - 1003 Infection Control
 - 1011 Environmental Control of SPD
 - 5007 Case Cart Procedures
 - 6001 Ethylene Oxide Tank Change
 - 6009 Handling and Disposal of Hazardous Waste
- SOPs submitted to Chair/Director for review include the following:
 - 6002 100% EtO Canister Change
- SOPs submitted to Advisory Group for review include the following:
 - 6010 Storage, Transportation, and Issuance of Medical Compressed Gasses (awaiting OSHA documentation)
- SOPs reviewed include the following:
 - 2001 Disaster Cart, Cleaning, and Restocking
 - 2002 Anesthesia Cart, Cleaning, and Restocking
 - 2003 Dialysis Cart, Cleaning, and Restocking

- SOPs identified for future projects include the following:
 - 1007 Quality Improvement in SPD
 - 5004 Point of Use Equipment
 - 6001 Work Place Hazard Communication Program
 - 4016 Rapid Readout Biological Testing Procedures
- An Acronyms Glossary is being developed as a reference.
- The Group also plans to solicit input from SPD chiefs nationwide for SOP suggestions.

3. Automation/Communication Group:

- Telephone listings: The Group reviewed and updated SPDAG Membership/Alternate Directories. The Expanded Telephone Directory was also updated.
- SPDAG Web Page: The Group was unable to monitor the hits against the SPDAG Web page. The page counter is still not functioning correctly. An attempt was made to contact Michelle Raines for assistance with this problem.
- The Group created an SPD Equipment Listing from information submitted. Correspondence was prepared for those who did not submit information, requesting that they do so.
- Tips Under Construction included the following:
 - 04-001 Preparation for the NIF
 - 04-002 Locations of GIP Items for Core FLS
- Projected Goals:
 - Complete equipment listing for all stations
 - Request a listing of all equipment required for CoreFLS
 - Complete a consolidated listing of all equipment and forward to the group
 - Continuously monitor and update the Facility Tracking tool, Expanded Telephone Listing, SPDAG Member Listing and SPDAG Alternate Listing
- It was suggested to coordinate efforts related to the NIF Tips Construction with Mr. John Hinson.

4. Functional Assessment Group:

- **Position Classification:** The position classification for the Medical Supply Technician was reviewed and the GS-2005, GS-0622, GS-0649, and GS-2010 series were compared in an attempt to identify Medical Supply Technician responsibilities. The GS-0649 and the GS-2010 were not applicable to the Medical Supply Technician position description. Areas within the GS-2005 series were added to the position description for a higher point factor. Those areas are listed below:
 - Automated processes of inventory
 - Contacts outside the facility in unstructured settings
 - Plan, coordinate, and advise on work ethics
 - Problem solves complex issues
- **Competency forms:** The Group received 11 competency/orientation checklist forms from Group members. The forms were divided into two groups - the facilities that follow the mandatory High Performance Development Model and those whose competencies are SPD-specific. The generic list of SPD-specific competencies will be compiled utilizing the competencies we received.
- **Algorithm:** One algorithm was reviewed for accuracy. After clarification of one item (a facility currently has 40 staff members and the algorithm calculated a need for 41 FTEE), it was concluded that the algorithm was accurate, calculating the FTEE need to be 41. An article on the algorithm development was sent for editing and publication in the trade journals.
- **Goals include the following:**
 - Follow-up on the position description development of the Medical Supply Technician after the draft from OPM is received.
 - Compile a list from the generic competencies specific to the Medical Supply Technician.

V. New Business:

- a. **SPDAG Meeting:** The SPDAG conducted a presentation for Mr. Roberson and Mr. Osburn on Thursday of the seminar.
- b. **SPDAG SOPs** are on the website and are available for viewing.
- c. **Instrument Count Sheets:** It was suggested to look at the count sheets. We may be able to provide a correct count sheet and to prevent adverse patient outcomes.

- d. SPD Equipment Approval: SPD equipment costing \$10,000 or more will require VACO approval once the updated VA handbook 7176 is released.
- e. Point of Use Equipment (POU): A pilot test, with a contractor supplying the machines, supplies on consignment, and stocking the equipment is being considered. The inventory will not be paid for until it is used from the POU equipment.

_____/s/_____
BARBARA ALDEMAN
Chairperson

_____/s/_____
BOBBY OSBURN
Group Director

_____/s/_____
CHARLES E. ROBERSON
ADAS Program for Management and Operations (OA&MM)